

# Agency Honor Award Nomination FAQs

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## **What are Agency Honor Awards?**

NASA's most prestigious honor awards are approved by the Administrator or Center Director and presented to a number of carefully selected individuals and groups of individuals, both Government and non-Government, who have distinguished themselves by making outstanding contributions to the Agency's mission.

## **When are Agency Honor Award nominations accepted?**

A call for nominations is sent out annually with guidance on Center deadlines to submit nominations.

## **Who can be nominated?**

Anyone can be nominated for an Agency Honor Award. Award descriptions specify eligibility of Government and non-Government employees. Award criteria and review of past recipients are helpful in determining who should be nominated. There is no age or service time restriction or requirement for any of the awards.

## **How do I know what award category is best for my nominee?**

The criteria for each award will be listed in the call letter and at <http://nasapeople.nasa.gov/awards/nasamedals.htm>. Review the criteria and choose the category that best describes the accomplishments of your nominee. There is also an Order of Prestige for Agency Honor Awards located at <http://nasapeople.nasa.gov/awards/toolkit.htm>.

## **How are nominations submitted?**

Each Center has a submission process. Please refer to your Center's call letter or contact your Center Awards Office for more information on this process. All nominations will ultimately be submitted via the NASA Automated Awards System (NAAS).

## **Is there a limit on how many nominations can be submitted?**

Yes. Each Center follows Agency guidance in establishing nomination allocations. Each Center will make the final decision on which nominations are forwarded for consideration.

## **If I submit more than one nomination, will they compete with each other?**

No. Nominations do not compete with each other. They are evaluated against the award criteria to ensure qualifications are met for the award category chosen.

## **When and how are the approved awards presented?**

Each Center will have an annual Honor Award ceremony to present all approved Agency Honor Awards. Ceremony dates may be viewed on the Agency Awards Calendar, which can be accessed at <http://aac.nssc.nasa.gov/index.cfm?event=monthView>. In addition to the Agency Awards Calendar, Center Awards Officers would be wise to also have their ceremony dates posted to the Agency ACI calendar at <http://aci.nssc.nasa.gov/index.cfm?event=monthView>. All Distinguished Service and Distinguished Public Service honorees during the regular annual cycle will be invited to attend the Agency Ceremony at NASA Headquarters. All other NASA Honor Awards will be presented by the nominating Center.

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**Are there any tips or guidelines I can use to get started writing a nomination?**

Yes. The Agency has some tips, guidelines, and samples for writing nominations that can be accessed at <http://nasapeople.nasa.gov/awards/toolkit.htm>.

**Can I nominate an individual from a Center other than my own?**

Yes. Cross-Center nominations are allowed, but must be coordinated through your Center's Awards Office.

**How do I check the status of a nomination?**

Each Center should offer guidance on how and when you will be notified of the status of your nomination. Check with your Center Awards Office for guidance.

*Please note the following disclaimer: The nomination examples are for guidance and/or reference only. Use of any part of the documents is no guarantee of an approved honor award nomination.*